
	<b>Title:</b> GUIDELINE FOR MATERIAL TRANSFER AGREEMENT	
<b>Rev No:</b> 00	<b>Doc No:</b> PBSL/GL/020	<b>Version #:</b> 01
<b>Issue date:</b> 8 <sup>th</sup> Jan 2019	<b>Effective date:</b> 10 <sup>th</sup> Jan 2019	<b>Approved by:</b> Registrar

**Pharmacy Board of Sierra Leone,**  
**PMB 322**  
**Central medical stores compound**  
**New England Ville**  
**Freetown**

All institution or individuals that wants to transport and use any clinical information, medical records and biological samples from Sierra Leone to an institution outside of Sierra Leone, must submit the following:

1. An application for export permit should be made through the Ministry of Health and Sanitation to Pharmacy Board of Sierra Leone (PBSL).
2. All applications must be accompanied by the following documents:
  - a. Evidence of informed consent for use of medical records, clinical information and biological samples from patients who are alive.
  - b. Authorisation from the Ministry of Health and Sanitation for deceased patients
  - c. Signed and dated Material Transfer Agreement (MTA).-Attachment  
PBSL/GL/021/01
3. Payment of PBSL prescribed export permit fee.

For further information please see PBSL Material Transfer Agreement template and PBSL Guidelines for conducting clinical trials of Medicines, Vaccines, Food Supplements and Medical Devices on our website at [www.pharmacyboard.gov.sl](http://www.pharmacyboard.gov.sl).